



DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF SOCIAL SERVICES	RELEASE DATE:	Friday, April 23, 2010
POSITION TITLE:	SENIOR ASSISTANT CHIEF COUNSEL, LEGAL DIVISION	FINAL FILING DATE:	Thursday, May 6, 2010 or until filled
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$11,558.00 / Month	BULLETIN ID:	04152010_5

POSITION DESCRIPTION

Under the general direction of the Chief Counsel/Deputy Director (CEA 5), the CEA performs the most complex and sensitive legal work of the Department relating to the implementation, administration and enforcement of Welfare and Social Services programs administered by the Department. The assigned program areas served by the CEA include Welfare to Work, Disability Determination Service, Adult Programs, Information Technology and Contracts. The CEA is an expert in the laws and regulations relating to the services administered by the Department in the assigned program areas. The CEA is required to have extensive contacts within and outside the Department and consults with and advises the Directorate, all Deputy Directors and managers in all the Divisions of the Department in the assigned program areas. The incumbent is involved with significant, politically sensitive and complex legal issues. Decisions and advice provided by incumbent could result in the loss or savings of literally hundreds of millions of dollars. The CEA has frequent contacts with Deputy Attorneys General regarding Departmental litigation and is responsible for directing the conduct of the litigation. The CEA consults with the Health and Human Services Agency, the Governor's Office, the Department of General Services, the Department of Finance, the Office of Systems Integration, and other federal, state and local agencies, legislative staff and advocacy groups.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Active membership in the California State Bar and admission to practice law in California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal and local entities.
- b. Knowledge of state budgetary, personnel, contracting, and departmental administrative practices.
- c. Knowledge of the California and Federal laws with emphasis on Welfare and Institutions Code, Health and Safety Code, Penal Code, Public Contract Code, Government Code, and principles of constitutional law.
- d. Ability to plan, react to adversity effectively, and organize, coordinate and effectively manage responses to multiple complex legal issues simultaneously.
- e. Ability to effectively supervise and manage the work of staff within the Legal Division.
- f. Ability to advise executive staff on a wide range of legal issues, and to formulate and execute effective strategies to solve or mitigate legal challenges.
- g. Excellent interpersonal skills to establish and maintain cooperative working relationships with representatives from all levels of government, the public, Legislature and high level commissions or boards.
- h. Ability to utilize performance measurements to increase program performance.
- i. Ability to represent the Department with other departments and branches of state government, with local and federal officials and to testify effectively before the State Legislature and Congress.
- j. Ability to effectively communicate both orally and in writing.
- k. Excellent judgment, interpersonal skills, political sensitivity, and commitment to diversity in government.

- l. Ability to work with other CDSS divisions to ensure successful legal outcomes.
- m. Ability to represent the Chief Counsel or Department at conferences, meetings and hearings.
- n. Experience in managing a large staff of attorneys and other support staff in a legal setting.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **SENIOR ASSISTANT CHIEF COUNSEL, LEGAL DIVISION**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a screening committee established to screen the application and one-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. A qualifications appraisal panel will ask qualified candidates a number of predetermined job-related questions. It is anticipated that examination interviews will be held during May/June 2010. Each candidate shall be notified in writing of his/her examination results. Competitive candidates may be invited to a hiring interview with the Chief Deputy Director.

FILING INSTRUCTIONS

Applicants who fail to submit a one-page statement of qualifications will be eliminated from the examination.

Attach a copy of your DD214 or other official discharge documents if qualifying under Pattern IV.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF SOCIAL SERVICES, EXAMINATION UNIT/ADMINISTRATION
DIVISION

744 P Street, MS 8-15-59, Sacramento, CA 95814
Crystal Butler | (916) 651-2747 | Crystal.Butler@dss.ca.gov

ADDITIONAL INFORMATION

Examination questions may be directed to the above contact. Position questions may be directed to Connie Navarrete at (916) 654-2242.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>